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From: Stevenson, Allan (DPH)
Sent: Thursday, March 31, 2005 9:21 AM
To: Hanchett, James (DPH); Salem, Sharon (DPH)
Subject: FW: Orders from Non Contract Vendors

-----Original Message-----

From: Danforth, Deborah (DPH)
Sent: Thursday, March 31, 2005 7:43 AM
To: DPH-DL - SLI-Purchase Reviewers
Cc: Kurtis, Gerald (DPH); Maswoswe, Wrights (DPH); Kopec, Leo (DPH)
Subject: Orders from Non Contract Vendors

I just want to address orders from non contracted vendors or vendors that an RFR has not been done for. The Commonwealth has very specifically spelled out that an incidental purchase is a ONCE IN A LIFETIME PURCHASE. If you are placing several orders a year with a vendor then you must do an RFR. There are certain areas that do not fall under this, they are shipping, such as moving packages from one location to another, advertising and subscription. For all office supplies, laboratory supplies, equipment and maintenance and repair of equipment you MUST use a CONTRACT Vendor or a Vendor that you have done an RFR for.

If you have questions please contact me at 6231 or Gerry Kurtis at 6232.